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| **SANDEEP SINGH**  **RANDHAWA** | **Montreal, Quebec**  **(514)-243-7022**  **Randhawasandeep76@gmail.com**  [**https://github.com/sandeepsingh13**](https://github.com/sandeepsingh13) |

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|  | **Objective** |

An ambitious, passionate Management and office Administrator with strong work ethics, excellent grasping capability, sense of responsibility, excellent communication skills in written and verbal looking for a **part-time work**. I possess a long track record of working in various administrative roles, and ability to meet the deadline of the work. I am highly enthusiastic, open minded and have the required potential to take any business forward.

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|  | Education |

## HIGHER SECONDARY EDUCATION IN (SCIENCE)

## PEOPLE’S EDUCATION JR COLLEGE, MUMBAI

### 2012 – 2014

## Bachelor of Information Technology |

## GURU NANAK KHALSA COLLEGE, MUMBAI UNIVERSITY

### 2014 – 2017

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|  | Experience |

## Logistic Coordinator | TRADEEX LOGISTICS (INDIA)

### june 2018 – NOVEMBER 2018

Responsibility: To Book the online shipment for trucker, making legal Documents like CAED & AES, timely follow up of import and export shipments with a focus on maritime shipments.

## Team Member | SHRIRAM INSURANCE COMPANY, BPO (INDIA)

### december 2017– April 2018

Responsibilities: Reminding customer for the loan payment provides secure loan services, maintain a good service with the customers and satisfy them with the company policy.

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|  | Skills |

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| * Comfortable in working in any pressuring conditions. * Proven ability to work together with others to achieve goals. | * Experience in managing tasks in a timely and efficient way to ensure employer expectations are meet. * I am committed to the effort and insight required to provide optimum results at all time. |